

# POSITION DESCRIPTION (Please Read Instructions on the Back)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|----------------------------|--|--|--|--|--|--|--|--|--|------------------------|--|--|--|--|--|--|--|--|--|----------|--|--|--|--|--|--|--|--|--|----------|--|--|--|--|--|--|--|--|--|
| 2. Reason for Submission<br><input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field<br><input type="checkbox"/> Reestablishment <input type="checkbox"/> Other<br>Explanation (Show any positions replaced)<br>Standard MWR NAF PD  |  |  |  |  |  |  |  |  |  | 3. Service   |  |  |  |  |  |  |  |  |  | 4. Employing Office Location   |  |  |  |  |  |  |  |  |  | 5. Duty Station            |  |  |  |  |  |  |  |  |  | 1. Agency Position No. |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 7. Fair Labor Standards Act<br><input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt   |  |  |  |  |  |  |  |  |  | 8. Financial Statements Required<br><input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest |  |  |  |  |  |  |  |  |  | 9. Subject to IA Action<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |  |  |  |  |  |  |  |  |  | 6. OPM Certification No.   |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 10. Position Status<br><input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)<br><input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)  |  |  |  |  |  |  |  |  |  | 11. Position Is<br><input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither                          |  |  |  |  |  |  |  |  |  | 12. Sensitivity<br><input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical<br><input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive  |  |  |  |  |  |  |  |  |  | 13. Competitive Level Code |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 15. Classified/Graded by   |  |  |  |  |  |  |  |  |  | Official Title of Position   |  |  |  |  |  |  |  |  |  | Pay Plan   |  |  |  |  |  |  |  |  |  | Occupational Code          |  |  |  |  |  |  |  |  |  | Grade                  |  |  |  |  |  |  |  |  |  | Initials |  |  |  |  |  |  |  |  |  | Date     |  |  |  |  |  |  |  |  |  |
| a. Office of Personnel Management  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| b. Department, Agency or Establishment   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| c. Second Level Review   |  |  |  |  |  |  |  |  |  | Waiter/Waitress  |  |  |  |  |  |  |  |  |  | NA   |  |  |  |  |  |  |  |  |  | 7420                       |  |  |  |  |  |  |  |  |  | 03                     |  |  |  |  |  |  |  |  |  | JN       |  |  |  |  |  |  |  |  |  | 12-31-01 |  |  |  |  |  |  |  |  |  |
| d. First Level Review  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| e. Recommended by Supervisor or Initiating Office  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 16. Organizational Title of Position (if different from official title)  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17. Name of Employee (if vacant, specify)  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 18. Department, Agency, or Establishment   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | c. Third Subdivision   |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| a. First Subdivision   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | d. Fourth Subdivision  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| b. Second Subdivision  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | e. Fifth Subdivision   |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Signature of Employee (optional)   |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| a. Typed Name and Title of Immediate Supervisor  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)   |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| Signature  |  |  |  |  |  |  |  |  |  | Date   |  |  |  |  |  |  |  |  |  | Signature  |  |  |  |  |  |  |  |  |  | Date                       |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 22. Position Classification Standards Used in Classifying/Grading Position   |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| Typed Name and Title of Official Taking Action   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | FWS JGS For Waiter 7420, TS-32 Aug 74  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| s. J. NEW  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| Principal Classifier   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| Signature  |  |  |  |  |  |  |  |  |  | Date   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 23. Position Review  |  |  |  |  |  |  |  |  |  | Initials   |  |  |  |  |  |  |  |  |  | Date   |  |  |  |  |  |  |  |  |  | Initials                   |  |  |  |  |  |  |  |  |  | Date                   |  |  |  |  |  |  |  |  |  | Initials |  |  |  |  |  |  |  |  |  | Date     |  |  |  |  |  |  |  |  |  |
| a. Employee (optional)   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| b. Supervisor  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| c. Classifier  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 24. Remarks  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |

## 25. Description of Major Duties and Responsibilities (See Attached)

## **NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:** Waiter/Waitress **POSITION NUMBER** 01-054A

**JOB SERIES:** 7420 **PAY LEVEL:** NA-3

**Summary of Duties:** Performs necessary preparations in assigned area prior to opening the dining room such as; setting the tables with cloths, silverware, glasses, condiments, napkins, and decorations. Prepares back-up tables with such supplements as butter, ice, coffee, fruits, juices, salads, and breads. Must be familiar with the menu for the day, offer suggestions if requested, record desired selections from guests and turn in the order for preparation to the kitchen. Serves side dishes such as salads, fruit dishes, bread, wine or other beverages. When meal is completed, clears and cleans table and the immediate area, and resets the table in preparation for the next guests. Performs other related duties as required. Must meet minimum age requirement.

**Skills and Knowledge:** Skill to serve beverages and meals in the proper manner and sequence. Knowledge of proper food handling techniques such as the correct side to serve from and the correct side to remove from. Knowledge of the composition of all food items on the menu, whether American or Foreign; the available beverages and wines and which wines complement specific meals and their proper serving temperatures. Skill in proper table setting techniques. Knowledge of simple math calculations in order to tabulate checks. Ability to recognize intoxicated patrons when serving alcohol.

**Responsibility:** Assigned stations by supervisor and given any special instructions necessary. Held responsible for complying with standard methods and procedures such as conduct, etiquette, dress code, serving techniques, and complete familiarity with the menu and any subsequent day to day changes.

**Physical Effort:** Work requires the use of both arms, hands, and legs, and involves prolonged standing, walking, reaching, and light lifting. Normally handles objects that weigh up to 20 lbs.

**Working Conditions:** Work is normally performed inside with adequate lighting and heat. Waiters are exposed to the possibility of cuts, bruises, and slippery floors when in the kitchen area.